

# City of Leesburg

## Field Rental Agreement

### SECTION 1 - APPLICANT INFORMATION

• Must be 18 or older • No glass beverage containers • Fees due upon submittal •

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**  
**A copy of the approved application will be returned to you. Please Print.**

Place of Employment/Organization Named on Certificate of Insurance

Day/Date of Activity

Name of Applicant/Contact Person

From: \_\_\_\_\_ To: \_\_\_\_\_  
Time of Activity No. of People

Work/Organization Address

Email Address

Home/Mailing Address

(\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Home/Cell Phone Work Phone

Purpose

Facility Requested: *(Circle one)* Sleepy Hollow Susan Street Pat Thomas Canal Street

Field(s) Requested: *(Please circle specific fields)*. Individual fields can be booked or a Tournament Rental Fee structure can be used.

Youth: Baseball Softball Soccer/Football

1, 2, 3, 4 1, 2 1, 2

Adult: Softball Soccer/Football

1, 2, 3, 4, 1, 2

### SECTION 2 - FEES

**Tournament Fee:** \$800.00 - includes 4 fields, lights & prep fee. If your rental is greater than 4 fields' additional charges will be adjusted accordingly and will require an additional \$15 per hour for field prep.

- ◆ \$100.00 deposit must be submitted with your field agreement form as a reservation/cleaning fee and it is nonrefundable after 45 days prior to tournament date. This is in additional charge to the tournament fee.
- ◆ User will be charged for use of field dry if needed at \$12 per bag.
- ◆ \$25.00 per hour will be charged if field prep is needed prior to and after tournament.
- ◆ An additional charge will be applied for extra trash receptacles at \$10 per receptacle.
- ◆ Only team coolers are allowed during tournaments.

#### Individual Field Fee:

- ◆ 9am-5pm - \$15 per hour per field (2 hour minimum)
- ◆ 5pm-10pm - \$25 per hour per field (2 hour minimum)

**Prep Fee:** (optional – circle correct number of fields to be prepped)

1 Field - \$15 2 Fields - \$25 3 Fields - \$35 4 Fields - \$45 or \$15 per hour is over a period of time

### SECTION 3 - RULES

*Please observe the following by sign at the bottom & Return to the Park and Recreation Department*

#### The following is NOT permitted in ANY City Park or Playground:

Alcohol  
Glass Beverage  
Containers

Smoking  
Illegal Drugs  
Gambling

Profanity  
Abusive Language  
Skateboarding

Skating  
Motorized Bikes or  
Scooters

- (1) **DAMAGE TO CITY PROPERTY:** The Lessee is responsible for damage to any/all City property caused by participants and their spectators involved in the event and will be held accountable. The Lessee also agrees to comply with all obligations imposed by applicable regulations and codes of the City, Fire and Police Department. The Lessee shall not destroy, deface, damage, impair or remove any part of the premises or property or allow any other person to do so. No taking, cutting or injury of any vegetation in any City Park is allowed.
- (2) **PAYMENT:** The contact person must reserve and pay in full the field space a minimum of seven (7) days in advance of dates requested. Rentals are subject to the Parks & Recreation Director's approval. Please Note: If a deposit is attached to this Field Rental Agreement and the Agreement is not approved, the applicant will be reimbursed from the Finance Department, by mail, in ten (10) to fourteen (14) days.
- (3) **CANCELLATION:** The contact person must notify the Parks & Recreation Dept. of cancellation five (5) business days prior to scheduled event or forfeit all fees paid.
- (4) **DEPOSIT:** All fences, surrounding areas, dug outs and the parking lot are to be cleaned up of all trash and miscellaneous debris when the event is over or the deposit will be forfeited.
- (5) **VEHICLES** must be parked in designated parking areas. Vehicles are not allowed to park behind the playing areas with the exception of authorized City vehicles.
- (6) **LIGHTS:** All lights must be off by 10 pm.
- (7) **NO PEPPER GAMES OR BATTING PRACTICE AGAINST ANY FENCES.**
- (8) **GATE FEES:** If admission is taken at the gate, Lessee will be charged for using the entire complex.
- (9) **TERMINATION:** The City reserves the right to deny or terminate this contract at any time based on the user violating any City Ordinance or refusing to strictly abide by the terms set forth in this contract.

- (10) AMENITIES: Bounce houses and other amenities are only allowed with a permit. Permits must be turned in two (2) weeks in advance and must be approved by the Park Division. Permits can be obtained at the Leesburg Recreational Complex located at 1851 Griffin Road.
- (11) DOGS are NOT allowed in Sleepy Hollow Recreation, Susan Street Complex, Pat Thomas Stadium or Canal Street Field.

### SECTION 3 - INSURANCE

Insurance ☐ Required ☐ Not Required *(to be determined by Park and Recreation Department)*

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 or more combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Leesburg, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insured as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverage's afforded by this policy shall be primary insurance as respects to the City of Leesburg, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Leesburg, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", (standard certificate of insurance cancellation language is not acceptable).

**THESE INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

- (1). Public Assemblages or exclusive use where:
- (a). amplified sound is used, or
- (b). the number or people participating number 100 or more.
- (c). bounce house or amenities are planned on being used at function

***\*\*Please Note: Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event.***

### SECTION 4 - ALCOHOL POSSESSION

*Venetian Gardens and the other parks of the City are all important resources of our community. We would ask for your voluntary cooperation in the implementation of park resolution 7176, which states in part alcoholic beverage possession prohibited. No person shall consume an alcoholic beverage of any kind or variety in any park, playground or recreational complex. Also, a short reminder, whatever beverage you do consume, must be in a container other than glass, as glass is prohibited for safety reasons in all parks. Again, thanks for your cooperation and assistance.*

THIS PERMIT IS ISSUED AND ACCEPTED ON CONDITIONS THAT ALL REGULATIONS NOW ADOPTED, OR THAT MAY BE ADOPTED, SHALL BE COMPLIED WITH THIS PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE.

**THIS PERMIT IS GOOD FOR THE EVENT DATE ONLY AND MUST BE CARRIED ONSITE DURING THE EVENT**

### SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I acknowledge having read, understand and agreed to these procedures and having accepted a copy of this agreement. I agree to indemnify and hold the City of Leesburg, Parks & Recreation Department, its officers, agents, servants and employees free and clear of all claims of damage for injury to persons or property occurring in and arising from my use of the park as noted above, and to defend any action against the City of Leesburg resulting from any such claim, without cost to the City. I have read, understand and will comply with "Conditions for Park Use" (attached to permit) and will adhere to any conditions set forth.

I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, and supplied true and correct information herein to the best of my knowledge and belief.

Signature of Applicant

Date

### SECTION 6 - PARK DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application and hereby recommend that this permit be:

☐ Approved. *(Subject to attached conditions.)*

☐ Denied. Reason:

☐ Application fee waived

Signature - Director of Parks and Recreation *(or Authorized Signature)*

Date

☐ **Certificate of Insurance** meeting City standards must be received by \_\_\_\_\_ or your event will be subject to cancellation. *(2 weeks prior to event)*

<b>Office:</b>	<b>Permit File (original)</b>	<b>Park Personnel</b>	<b>Applicant</b>	<b>Special Events Coord.</b>
<b>Distribution:</b>	<b>Park Field Supervisor (1)</b>	<b>Police-Dept.</b>	<b>Lifeguard</b>	<b>Landscape Inspector</b>

**RETURN THIS FORM TO:**

**Leesburg Recreation Complex**  
**1851 Griffin Road**  
**Leesburg, FL 34748**  
**(352) 728-9885 Phone**  
**(352) 326-6625 Fax**  
[www.leesburgflorida.gov](http://www.leesburgflorida.gov)